

Guide For Participation in Project WAVE New York Events

Event Promotion

Lead Time and Outreach

- Lead-time to promote an event in the local media needs to be a least a month and preferably six weeks to two months depending on which media are involved.
- Agencies are encouraged to use outreach to promote HIV education, counseling and testing events.

Radio Station Participation

Arrangements for Radio Collaboration

- **All contact with radio stations** will be made by the Director of Project WAVE, Mr. Ernest Jackson, Jr., ONLY.
- Agencies will be informed of which radio station will promote the event and whether the station will have personnel onsite during the event.
- Individual agencies are not to contact radio stations on their own unless authorized by and arranged through Project WAVE.
- If local radio stations or other media are interested in participating, agencies should inform Project WAVE staff before making any arrangements with the media.

Services Offered: HIV/AIDS Education, Pre-Post Test Counseling and Referrals

HIV/AIDS Education

- Each agency participating in a Project WAVE event will provide HIV/AIDS education. Each participating agency should have a handout with information about the agency's HIV services and hours of operation.
- Education materials should be available in the language(s) of the target group(s).

HIV Counseling and Testing

Pre-Test Counseling

- Each client should be informed about testing options and offered pre-test counseling. Some clients may prefer a referral to an anonymous test site or select to test at a later date.
- It is important that all clients choosing HIV testing be informed of where and when to return for post-test counseling and reminded of the importance of returning to get their test result.

Post-Test Counseling

- Incentives for post-test may increase the return rate. If incentives will be available, clients should be reminded that they will get a premium when they return to get their test results.
- If an agency is selected as the point agency for receipt of test results (when more than one agency is participating in a testing event), this agency must get signed releases from clients tested allowing this agency to release the test results to the agencies where clients will return for post test counseling.

Referral to Needed Services

- All clients must receive referrals for appropriate services including HIV prevention services. A list of referral agencies must be available at the time of post-test counseling. Service referral listings should include medical, social services, mental health, HIV prevention and partner notification referrals at a minimum. Counselors should offer assistance in making appointments for needed services.

Specimen Collection and Processing

Specimen Collection

- Participating agencies must use their current method of specimen collection, e.g., if venipuncture is the usual method of collection, this should be used and the usual collection, storage and mailing procedures should be followed. If OraSure is the usual method of collection, appropriate procedures should be followed.

Specimen Processing

- Participating agencies are responsible for covering the costs associated with specimen processing. Some agencies participating in Project WAVE are funded specifically for providing HIV testing and can cover these costs on their grants. Other agencies may be limited to providing HIV education at this time until funds are identified to cover the costs associated with testing.
- OraSure guidelines for agencies participating in Project WAVE events: [click here](#)

Data Collection

Agencies participating in Project WAVE events MUST collect standard data and submit it to the AIDS Institute in a timely manner following the testing event and after post-test counseling has been completed.

- All completed data forms should be mailed to:

Mr. Augie Corsi
New York State Department of Health
AIDS Institute
ESP, Corning Tower, Room 485
Albany, NY 12237

- Agencies currently using the New York State CTS data collection form may continue to use that form.
- A scaled-down version of the CTS form for data collection has been developed specifically for Project WAVE participants not already using the CTS form and will be required for all Project WAVE events held after May 31, 2002.

Basic Program Requirements

Experience with HIV Counseling and Testing

- All programs participating in Project WAVE New York HIV counseling and testing events are expected to have trained counselors; protocols for conducting HIV counseling and testing that are in compliance with NYS guidelines and the NYS HIV Confidentiality and Reporting Laws; and appropriate laboratory arrangements, including a physician of record.

Communication and Coordination Among Agencies

- When there are a number of agencies collaborating for a testing event, a preliminary meeting should be held with representatives from all of the participating agencies. The discussion should include responsibilities of each agency, including such details as who/how many staff will provide counseling and testing, who will provide education, whether venipuncture or oral fluid testing will be offered, and when and where the test results will be available.
- Staff of participating agencies should be given an orientation to the host agency location, if activities will be held at a location other than their regular work site.

Counseling and Testing Location Considerations

- **Confidentiality** – no group counseling should be done, however, group education is appropriate. Each testing site should have a private space where counseling and testing can be done. (See NYS Confidentiality Brochure)
- **Accessibility** – client access to a site (or list of other sites available) for the HIV test result should be discussed with the client at the time of testing, and an appropriate plan should be developed.
- **Availability of Multilingual Counselors** – Counselors should be fluent in the language(s) of the target group(s). The consent for testing should also be available in the language(s) of the target group(s).

For Assistance

To contact Project WAVE please call the Office of Special Projects at the AIDS Institute:

518-473-2903 or toll free 1-866-362-7946

Project WAVE Steering Committee Members